

## **13 FAM 200 LANGUAGE TRAINING**

### **13 FAM 210 GENERAL INFORMATION**

*(CT:TPD-001; 05-20-2004)*  
*(Office of Origin: FSI)*

### **13 FAM 211 STATUTORY AUTHORITY**

*(CT:TPD-001; 05-20-2004)*  
*(State only)*  
*(Applies to Foreign Service Employees)*

The statutory authorities are:

- (1) Section 702 of the Foreign Service Act of 1980 (22 U.S.C. 4022); and
- (2) Subpart 2, section 191-93 of the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995 (22 U.S.C. 3926 note, 22 U.S.C. 4021 note, 22 U.S.C. 2695a).

### **13 FAM 212 RESPONSIBILITY**

*(CT:TPD-001; 05-20-2004)*  
*(State only)*  
*(Applies to Foreign Service Employees)*

- a. It is a responsibility of the Department to provide suitable opportunities for Foreign Service personnel to acquire foreign language proficiency in preparation for new assignments throughout their careers.
- b. It is the employee's responsibility to acquire and maintain foreign language competence. All employees are expected to use the appropriate language with whatever degree of proficiency their jobs require. Where the position does not require use of the language, the employee is expected to acquire a minimum courtesy level proficiency.

- c. The Office of Career Development and Assignments (HR/CDA) is responsible for ensuring that language training is part of an employee's onward assignment when required for performance of duty.

## **13 FAM 213 POLICY**

*(CT:TPD-001; 05-20-2004)*

*(State only)*

*(Applies to Foreign Service Employees)*

- a. The Department's objective is that each officer fulfills the language requirements of each position to which he or she is assigned and, before reaching the senior level, be able to use two foreign languages at a general professional proficiency level of S-3/R-3.
- b. A normal sequence of assignments, including occasional assignments to language-designated positions (LDPs), will usually provide each officer with opportunities through job-related language training to meet the two-language objective of the Department prior to reaching the senior level. Language training will be provided, as necessary, to help employees meet the requirements of LDPs. Language training not associated with assignments to LDPs will be afforded, as practicable.
- c. Training programs may be provided to assist personnel in non-language designated positions to reach the S-3/R-3 level (or higher), when practicable.
- d. Section 191(a)(2) of the 1994 Department of State Authorization Act stipulates that an employee may not receive long-term training in more than three languages. Moreover, an employee must have achieved advanced professional proficiency (S-4/R-4) in a language to be eligible for a third such training episode. Exceptions may be approved by the Director General, M/DGHR in accordance with priority needs of the Service.
- e. On the basis of section 191(a)(3) of the Department of State Authorization Act of 1994, an employee who receives or has received long-term training in a language or who was hired with a hiring preference based on competency in a language should anticipate serving two tours of duty in:
  - (1) Countries where that language is commonly spoken; or
  - (2) Language-designated positions (LDPs) in that language, regardless of location (e.g., a Russian LDP in the Nuclear Risk Reduction

Center).

- f. To achieve the objective of maximizing the U.S. Government's investment in language-qualified personnel and to provide adequate staffing for its various missions, the foreign affairs agencies may require an officer who meets the criteria of this section to take a second or third tour of duty in a position in which the relevant language is required.

## **13 FAM 214 THROUGH 219 UNASSIGNED**